



CenterPoint Solution, LLC

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MICROSOFT® POWERPOINT® 2003 - ADVANCED LEVEL

Course Description:

In this course, you will enhance presentations with features that will transform basic presentations into those with a powerful means of communication.

Who Should Take This Course:

This course is designed for students who desire to gain the skills necessary to work with design templates, organizational charts, special effects, Web presentations, collaboration functionality, and advanced presentation delivery.

Achieved Results:

You will use Microsoft® Office® PowerPoint® 2003 features that draw, animate, and format presentations with professional-quality content such that they may be communicated to a wide variety of live, remote, and self-service audiences.

Course Outline:

- Creating a Custom Design Template
- Adding Organization Charts and Diagrams
- Adding Animations and Sounds
- Creating Web Presentations
- Tracking Presentation Changes
- Add Hyperlinks, Action Buttons, Annotations
- Record Narrations with Timings